



## VISITORS AND VOLUNTEERS POLICY

Reviewed: Autumn 2023

Next review: Autumn 2024

Manby Lodge Infant School highly values the visitors and volunteers who help out with school activities. Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children.

### Visiting and Becoming a Volunteer

We have many requests from a variety of people who wish to visit or volunteer. These may be parents of children at Manby Lodge, members of the local community or individuals interested in pursuing a career with children. It is important that we keep track of who is working in our school, where they are placed and for how long they will be with us. For this reason all requests from visitors and volunteers should be directed to the Headteacher or to the Deputy Headteacher who have responsibility for the organisation and/or placement of such individuals.

### Aims and Values

All adults who work in our school, whether a paid member of staff or volunteer, are expected to work and behave in such a way as to actively support our school aims and values. These are listed below.

- We aim to provide a welcoming and safe learning environment in which our children can prosper
- We will engage and inspire our children both in and outside the classroom
- We aim to establish in our children a life-long love of learning and provide the essential foundations for learning in an ever changing world
- We will instil in our children self-respect and respect for others and the world around them
- We will encourage our children to be happy and confident achievers

### Safeguarding Children

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures;

- I. All visitors are required to read our Safeguarding and Child Protection Policy which is available on the school website, and copies are available from the office if required.
- II. All visitors and volunteers are given a copy of this Visitor's and Volunteer's policy.
- III. All visitors and volunteers are given a copy of the Safeguarding and Safety Information for Visitors leaflet.
- IV. Visitors and volunteers must wear an identification badge whilst on the premises.
- V. All volunteers must sign a Visitors and Volunteers Agreement (appendix 1).
- VI. The school reserves the right to ask for a character reference if necessary. We ask people that we don't know (e.g. not parents) to complete an application form – as they would for a paid role. On this form they must provide contact details for people who can write references for them.

- VII. Anyone visiting or volunteering on a regular basis *must* have a full, up to date DBS check and attend a Safeguarding session led by the Headteacher.

### **Health & Safety**

The school has a Health and Safety Policy available on request from our school office. Class teachers ensure that visitors and volunteers are made aware of any emergency procedures (e.g. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (e.g. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

Visitors and volunteers are asked to follow any health guidance as necessary, on entry to the school.

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the children they come into contact with should only be discussed with the class teacher. Visitors and volunteers concerned about what another adult in the schools says or does, should raise the matter directly with the Head or Deputy Head. Safeguarding is always more important than confidentiality and as such, all Safeguarding matters must be brought to the attention of one of the DSLs.

### **Supervision**

All visitors and volunteers are under the supervision of a class teacher. Teachers retain responsibility for the children at all times. Visitors and volunteers should have clear guidance from the teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

Visitors and volunteers on trips or outings will receive a briefing by staff before the trip, so the expectation and overview is clear. Risk assessments will be shared as appropriate and where possible, parents will have a current DBS in place.

Visitors who have a professional role e.g. speech therapists, will have their ID and DBS details checked either directly or through their employer.

The suitability of external visitors will always be considered, and they will not be left in unregulated activity unless they have ID and a current enhanced DBS.

Governors do visit school regularly. They are all required to have an enhanced DBS and are usually in supervised activity within the school.

Risk assessments will be carried out where volunteers or visitors are under 18, when waiting for DBS clearance, or where we think it is appropriate to do so. In this situation, the volunteers or visitors will only take part in regulated activities.

### **Complaints Procedure**

Any complaints about a visitor or volunteer will be referred to the Head or Deputy Head. Any complaints made by a visitor or volunteer will also be referred to the Head or Deputy Head.

*The Head reserves the right to take the following actions:*

- I. To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
- II. Offer an alternative placement in another class
- III. Inform the visitor or volunteer that the school no longer supports their attendance at school.

### **Monitoring and review**

This policy has been approved by the governing body and will be reviewed annually or in the light of new guidance from the DfE or LA.

## Appendix 1



**Manby Lodge Infant School  
Visitors and Volunteer Agreement**

Thank you for visiting or offering your services as a volunteer at Manby Lodge Infant School. Your help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Agreement and hand it in to the school office. You will receive a copy of it for your records.

- I have received and read the Safeguarding and Child Protection Policy
- I have received and read the Visitors and Volunteer Policy
- I have received and read the Safeguarding and Safety Information for visitors leaflet
- I agree to support the school's Aims and Values
- I agree to treat information I learn from being in the school as confidential

DBS Check – circle as appropriate

Yes

No

Applied for

Signed.....

Name.....

Child and Class.....

Date.....

## Appendix 2



### Off-Sites Visits – Volunteer Agreement

Thank you for volunteering. School trips are an integral part of learning at school and you will have an important role to play in ensuring the success and safety of this trip. The class teacher has overall responsibility for the children at all times, but designates responsibility to voluntary helpers who may have charge of a small group.

Please read this agreement, sign and return it to the office. This forms part of our school's risk assessment planning.

#### The Role of a Volunteer Helper

- To be responsible for and look after, in equal measure, all of the children in your group
- To stay with your allocated group and ensure their well being and safety for the duration of the trip
- To promote polite, respectful and courteous behaviour amongst the group and towards members of the public
- To ensure that your group keeps up with the rest of the school visit party
- To contact your class teacher if there are issues with first aid, safety or behaviour
- To show a commitment to the group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and by helping to explain areas of interest.
- To follow guidance from school staff

#### Not permitted

- Please do not bring additional siblings on the school trip
- Please do not use your mobile phone unless the call or text is urgent
- Volunteers are not allowed to smoke, drink alcohol or engage in any illegal practices
- Volunteer are not allowed to take photographs of the children unless requested to do so by the teacher in charge
- Volunteers are not allowed to buy their group treats eg ice cream, sweets etc – before or after the school trip

#### Emergencies

Please inform a member of school staff as soon as possible. If you are separated from the rest of the school party, please telephone one of the staff members or the school.

I understand and agree to the conditions outlined in this agreement.

Signed.....

Name.....

Child and Class.....

Date.....